



Job Title	Project Specialist
PVN ID	SI-2405-006282
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Teacher Education Honors Academy or Depa
Status	Part Time
Hourly Rate	\$20.00-\$35.00
Hour(s) a Week	0.00-19.00
Closing Date	Jul 29, 2024 (Or Until Filled)

General Description

The College of Staten Island (CSI) has a rich and proud history of successfully preparing well-equipped and highly motivated teachers and educational professionals for the New York City public school system. Established in 2006, the Teacher Education Honors Academy (TEHA) aims to empower aspiring math and science teachers. Through a five-year NSF Robert Noyce grant, TEHA seeks to recruit, train, and retain talented undergraduates in mathematics and science and guide them to become certified secondary school (Grades 7-12) teachers in NYC.

The Program Coordinator reports directly to the Interim Director of the Teacher Education Honors Academy and is responsible for providing, organizing, and implementing program activity and student support services related to TEHA in collaboration with the college, faculty, and staff.

Other Duties

- Provide general program information and student support services in person, via video conferencing, telephone, email, or by letter.
- Collect, organize, and maintain both physical and digital records using established procedures; promptly retrieve records upon request.
- Act as a liaison with students, faculty, Admissions Office, Bursar, Financial Aid, and other departments.
- Coordinate appointments, meetings, and events; follow up and ensure details are attended to.
- Assist with planning and implementing recruitment events, as well as other program events.
- Assist with day-to-day administration, and support program processes; perform general clerical duties.
- Other duties as assigned.

Qualifications

- Bachelor's Degree in mathematics, STEM education, or related field.
- Detail-oriented with strong organizational skills and the ability to manage diverse assignments while consistently meeting deadlines.
- Demonstrated ability to work effectively and collaboratively with faculty, staff, and students.
- Proficient in technology, including prior experience with Microsoft Office 365, cloud-based software, learning management systems, and student service platforms.
- Excellent verbal and written communication skills.